

ePROCUREMENT 8.8

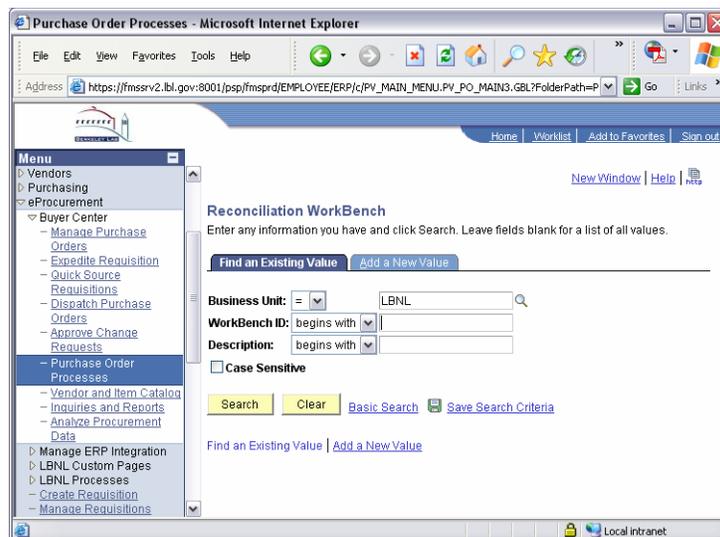
CANCEL A REQUISITION

Requisitions, Requisition Lines, and partial Requisition Quantities are often not needed and it is desirable to cancel them so they no longer show up in the "Requisition Selection" queue where they could accidentally be placed on a PO. There are 2 ways to cancel requisitions—depending on their status:

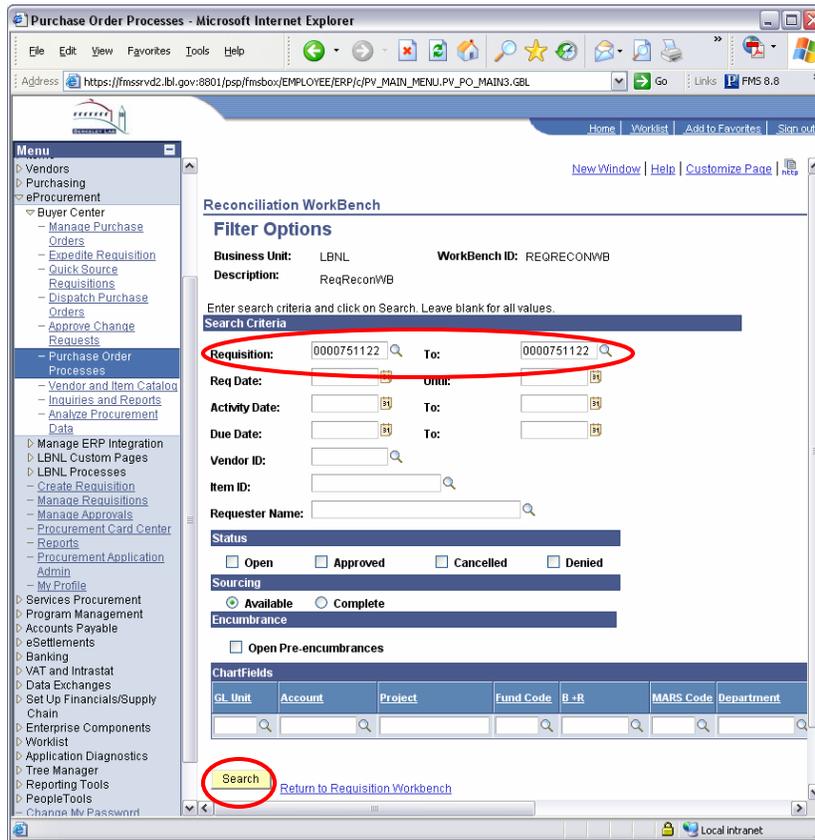
1. Requisitions that are not already on a PO have a status of "Approved" in the *Manage Requisitions* screen. These can be canceled using the Cancel **X** icon in the Manage Requisitions screen.
2. Requisitions that have partial lines or quantities already put onto a PO need to be canceled through other means. In the past, these were put on a PO with a vendor of "I AM TRASH" which was left in an "Open" status. This method poses a risk of accidentally dispatching POs that show up on a division's ledger. The preferred way to cancel partial requisition lines/quantities in FMS 8.8 is to use "Requisition Reconciliation Workbench." You can also cancel requisitions that have not been put onto a PO using this method.

This topic will show you how to cancel requisitions using *Requisition Reconciliation Workbench*.

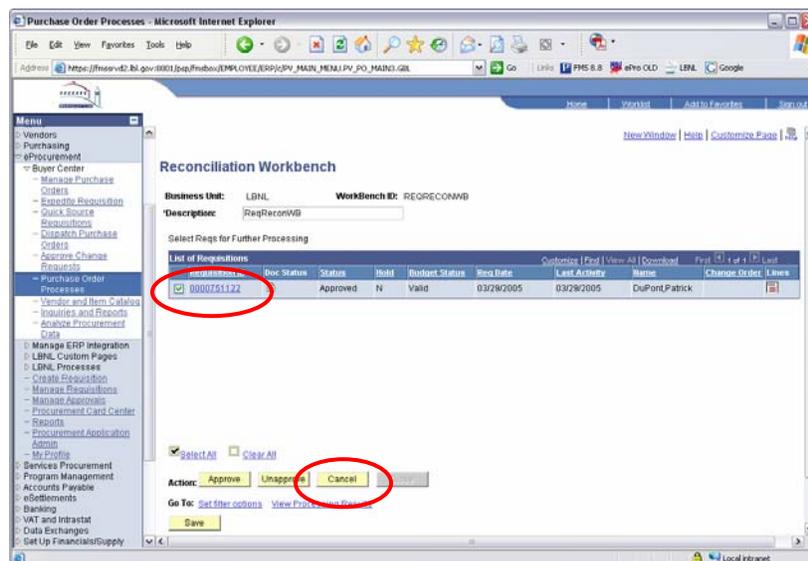
- Click on **eProcurement**.
- Click **Buyer Center**.
- Click **Purchase Order Processes**.
- Click **Requisition Reconciliation Workbench**.
- Click the **Search** button.
- Click on any of the **Search Results** links that appear



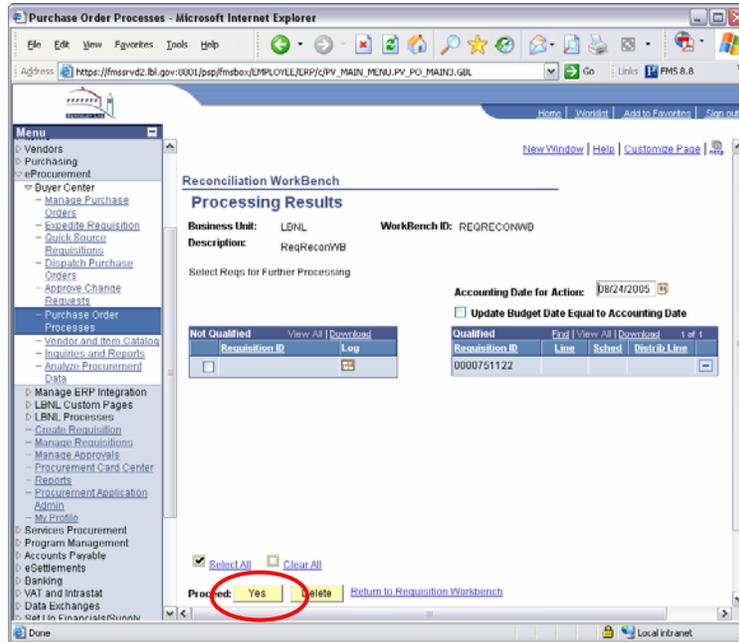
- In the "Requisition" and "To:" boxes, type in the **Requisition number** you want to cancel
- Click the **Search** button.



- A line showing the Requisition will be displayed. Click the **checkbox** to the left of the Requisition number.
- Click the **Cancel** button.



- Requisitions eligible for canceling will be displayed. Click the **Yes** button to proceed to cancel the requisition.
- A screen will be displayed that says, "Continue to Cancel Reqs." Click the **Yes** button.



- When the Requisition is canceled, the "Status" shows "Canceled."
- You are finished canceling the requisition.

